



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 04-62

26 Oct 04

**PROFESSIONAL EDUCATION CENTER (PEC)
MANDATORY FULL TIME SUPPORT (FTS) TRAINING**

1. Effective 1 November 2003, formal training became mandatory for certain newly hired FTS personnel. Failure to complete National Guard Bureau mandated courses at the PEC for new FTS personnel within the first year of employment **may be cause for termination**.
2. The following courses are mandatory for Full Time Unit Support Personnel:
 - a. Battalion and Brigade level Administrative Officers will attend the Office in Charge (OIC) Course, HRR-030.
 - b. Company, Battalion and Brigade level training officers and NCOs will attend the Training Officer/NCO Course, HRR-022.
 - c. Company level supply NCOs will attend the Unit Supply NCO course, LTC-027, Phase I and Phase II.
 - d. Company and Battalion level readiness NCOs will attend the Unit Readiness NCO Course, HRR-020.
 - e. Company, Battalion and Brigade level Administrative NCOs will attend the Unit Administrator Course, HRR-010.
 - f. The OMS shop chief and selected OMS personnel will attend the OMS (FMS) TAMMS and Readiness Course, LTC-018.
 - g. Selected DISCM and DPI personnel will attend the Oracle DBA course, ITTC-040, Phase I and Phase II, and Systems Administrator/Network Administrator Security Course ITTC-073.
3. Technicians and AGR personnel will be scheduled for training at the PEC within the first six months of employment. The first priority for training in the courses listed above will be new hires, however, commanders and supervisors should plan to have all FTS employees, who have not been to the appropriate course for their current position, attend formal training at the PEC.
4. For additional information, contact Marjorie Rodriguez at 916-854-3493, DSN: 466-3493, CAGNET 63493 or 1SG John Presnall at 916-854-3548, DSN: 466-3548, CAGNET 63548.


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